



Best Practices In Navy Equal Opportunity

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- Fair and equitable treatment of all Hands by all Hands at all times!

OBJECTIVE



Equal Opportunity TO DO list

- Set Goals
Plan for success
- Instructions DOD, SECNAV, OPNAV, etc...
“Main source of guidance”
- Personal Development Contact
Introductions
- Program Function Awareness

BEST PRACTICES



How do you know you've “arrived” at a program that will stand up to the test of time?

**You don't, but keep
working at
improvement!**

GOAL



- ♦ Find out what's there and what isn't
i.e. instructions, policy statements, CTT,
CAT and results of prior assessments
- ♦ Don't waste time reinventing the wheel
Smooth out the rough spots
Give CTT latest updates
Give CAT hands *in* treatment
Active participant involvement
- ♦ Establish a realistic workable POA&M
Readjust if necessary “ Don't Give Up”

POA&M's



Goals you make for self should be clear to you!

- To establish myself as the EOA/CMEO Manager through EO/EEO program initiatives in six months time.

INSTRUCTIONS



Your expertise is in what you know and how its applied, but don't stop there.....

- Department of Defense
1350.2
- Secretary of the Navy
5300.26C
- Chief of Naval Operations
5354.1E
5370.2B
- Command Instructions
SORM: What is time limit for request chit

Department of Defense (DOD) Directives/Instructions



- DOD Directive 1325.6 **Guidelines for Handling
Dissident and
Protest Activities
Among Members of
the Armed Forces**

- DOD Directive 1350.2 **DOD Military Equal
Opportunity
(MEO) Program**

- DOD Directive 1350.3 **Affirmative Action
Planning and
Assessment Process**

Secretary of the Navy (SECNAV) Instructions



- **SECNAVINST 1610.2** **Department of the Navy (DON) Policy**
- **SECNAVINST 5300.26C** **DON Policy on Sexual Harassment**
- **SECNAVINST 5350.16** **Equal Opportunity (EO) within the
of the Navy**
- **SECNAVINST 5354.1** **DON Policy on Military Equal Oppor
Complaint Processing**
- **SECNAVINST 5800.13** **Alternative Dispute Resolution**

Navy (OPNAV) Instructions



- OPNAVINST 5354.1E The Navy EO Manual
- OPNAVINST 5354.3 Navy Affirmative Action Plan
- OPNAVINST 5370.2B Navy Fraternization Policy
- OPNAVINST 5800.8 Alternative Dispute Resolution

COMMAND INSTRUCTIONS



- SORM - daily norm
- Individual instructions -
request chits, leave & liberty
policy
- Policy Statements -
EO/EEO, S/H, Grievance, Frat,
- Listen up for ambiguities
verbal policies vs chain of
command

Personal Development Contact



Beat the streets

- Know your environment
- What Command(s) do you cover
- Do people know you exist
- Introductions

Program Function Awareness



- Promote all EO related programs
- Ensure consistency is provided
 - Hit and miss awareness takes away from importance and can appear suspect or prejudicial
 - "You did something for their group, what about ours?"*
- Keep history of what works best for you
 - Goes back to *don't reinvent the wheel*, you may have in your tool box something you've used before.



Summary



- **Goal Setting**
 - **Knowledge of Instructions**
 - **Personal Development Contact**
 - **Program Function Awareness**
- **Fair and equitable treatment of all Hands by all Hands at all times!**